

CHAPTER 22
SAFETY RECOGNITION AWARD NAMEPLATES

REVISED APRIL 2025

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CHAPTER 22

SAFETY RECOGNITION AWARD NAMEPLATES

1. PURPOSE. The purpose of this chapter is to provide guidance and procedures to commands for requesting safety recognition award nameplates for uniformed personnel.
2. AUTHORITY. Departmental policy contained in Highway Patrol Manual 73.5, Uniform/Grooming and Equipment Standards, Chapter 5, Regulations for Required Uniform Items, indicates uniformed personnel shall wear a safety recognition award nameplate with the uniform shirt or green dress jacket.
3. RESPONSIBILITY. The Business Services Section (BSS) shall establish procedures and be responsible for the acquisition of nameplates.
4. REQUESTING A NAMEPLATE.
 - a. To request a nameplate(s), commands shall complete a CHP 512, Nameplate Requisition, and submit it to the BSS Badge Coordinator for processing, at BadgeCoordinator@chp.ca.gov. The CHP 512 can be submitted at any time.

NOTE: No more than two nameplates per uniformed employee per year are permitted.
 - b. Requested nameplates will normally arrive at the command within 60 days from the receipt of the CHP 512 by the coordinator.
5. DISPOSITION OF NAMEPLATE UPON SEPARATION. The nameplate may be retained by the employee upon separation from the Department.
6. DAMAGED OR DEFECTIVE. Damaged or defective nameplates are not repairable and should be safely disposed of at the command. To request a replacement, policy contained in paragraph 4. above shall be followed.
7. NAMEPLATE CARE. Each nameplate is finished with a clear, protective coating, which should stay bright and shiny for several years. To clean a nameplate, use only mild soap and water. Do not use chemicals or abrasives, as these agents will remove the protective coating and cause the nameplate to tarnish.

8. SAFETY AWARDS. Safety awards may be acquired by the BSS, Supply Services Unit, through the requisition process, as outlined in the Supply Services Catalog.

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